



# CLERK'S OFFICE ALERT

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## Ex Parte Procedural Changes Update

In continuing review and effort to improve the process, the King County Superior Court has revised the Clerk's Ex Parte and Probate Department Motions and Hearings Manual and the accompanying Master List. This Alert draws attention to some of the most significant changes. Specifically:

- Initiation of probate actions, including proposed Orders of Solvency, Orders Admitting a Will to Probate, and Orders Granting Non-intervention Powers, can now be presented either by the clerk, or by the parties, in person. The Clerk's Ex Parte Presentation Fee applies only to items presented by Clerk's Office staff.
- Motions for default are to be presented to the IC judge if the party to be defaulted has made an appearance. If the party to be defaulted has made no appearance the motion is to be presented to the Ex Parte and Probate Department, via the Clerk, without further notice.
- Agreed orders that are required to be presented to the Ex Parte and Probate Department may be presented via the clerk so long as the order does not require accompanying testimony.
- Motions on discovery in cases with an assigned judge, or otherwise directed to a specific calendar are to be made before the assigned judge or on the specified calendar, noted for hearing as otherwise directed by statute, rule or court order. Motions on discovery related matters in cases not otherwise assigned to a judge or other specified calendar, must be noted for hearing in the Ex Parte and Probate Department, and all parties shall appear in person.

Please visit the Clerk's Office web site at [www.kingcounty.gov/courts/Clerk](http://www.kingcounty.gov/courts/Clerk).

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**ISSUED BY:** Barbara Miner, Director and Superior Court Clerk

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